

Accident Reporting & Investigating

WAC 296-800-320

Summary

YOUR RESPONSIBILITY:

To report and conduct an investigation of certain types of accidents

You must

- Report the death, probable death of any employee, or the in-patient hospitalization of any employee within 8 hours
WAC 296-800-32005 Page 320-2
- Make sure that any equipment involved in an accident isn't moved
WAC 296-800-32010 Page 320-3
- Assign people to assist the Department of Labor and Industries
WAC 296-800-32015 Page 320-4
- Conduct a preliminary investigation for all serious injuries
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- Document the investigation findings
WAC 296-800-32025 Page 320-6



Accident Reporting & Investigating

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Rule

WAC 296-800-32005

Report the death, probable death of any employee, or the in-patient hospitalization of any employee within 8 hours

(1) You must report to us within eight hours of an incident that:

- Causes a fatal or possibly fatal injury
- Causes injury requiring in-patient hospitalization of any employee

To report, contact your nearest labor and industries office by phone or in person, or call the OSHA toll-free hotline, 1-800-321-6742.

Exception:

If any employer does not learn of a reportable incident at the time occurs and the incident would otherwise be reportable under this subsection, the employer shall make a report within eight hours of the time the incident is reported to any agent or employee of the employer.

(2) Your report must include:

- Establishment name
- Location of the incident
- Time of the incident
- Number of fatalities, hospitalized employees, or pesticide exposures
- Contact person
- Phone number
- Brief description of the incident

(3) Fatalities or hospitalizations that occur within thirty days of an incident must also be reported.



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Rule

WAC 296-800-32010

Make sure that any equipment involved in an accident isn't moved

You must

- Not move equipment involved in a work or work related accident or incident if any of the following results:
 - A death
 - A probable death
 - An employee's hospitalization.
- Not move the equipment until a representative of the Department of Labor and Industries investigates the incident and releases the equipment unless:
 - Moving the equipment is necessary to:
 - Remove any victims.
 - Prevent further incidents and injuries.



Helpful Tool:

Accident/Incident Table

The Accident/Incident table can help you in the event of an accident or incident. You can find a copy of this table in the Resource Section of this book.



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Rule

WAC 296-800-32015

Assign people to assist the Department of Labor and Industries

You must

- Assign witnesses and other employees to assist Department of Labor and Industries personnel who arrive at the scene to investigate the incident involving:
 - A death
 - Probable death
 - An employee's hospitalization.Include:
 - The immediate supervisor
 - Employees who were witnesses to the incident
 - Other employees the investigator feels are necessary to complete the investigation.



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Rule

WAC 296-800-32020

Conduct a preliminary investigation for all serious injuries

You must

- Make sure your preliminary investigation is conducted to evaluate the facts relating to the cause of the incident by the following people:
 - A person designated by the employer.
 - The immediate supervisor of the injured employee.
 - Witnesses.
 - An employee representative, such as a shop steward or other person chosen by the employees to represent them.
 - Any other person who has the experience and skills.
- If the employee representative is the business agent of the employee bargaining unit and is unavailable to participate without delaying the investigation group, you may proceed, by using one of the following:
 - The shop steward.
 - An employee representative member of your safety committee.
 - A person selected by all employees to represent them.



Note:

A preliminary investigation includes noting information such as the following:

- Where did the accident or incident occur?
- What time did it occur?
- What people were present?
- What was the employee doing at the time of the accident or incident?
- What happened during the accident or incident?





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Rule

WAC 296-800-32025

Document the preliminary investigation findings

You must

- Document the preliminary investigation findings for use at any formal investigation.



Helpful Tool:

Accident Investigation Report

The Accident Investigation Report can help you report and investigate workplace accidents. You can find a sample copy of the report in the Resource Section of this book.